

**HUMBOLDT COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION**

901 Myrtle Avenue, Eureka, CA. 95501

MINUTES**October 10, 2023**

1.0 CALL TO ORDER The Personnel Commission of the Humboldt County Office of Education met in person in a regular session on October 10, 2023. Commissioner Will Folger called the meeting to order at 3:01 p.m.

Present - Commissioners Will Folger, Joe McKinzie and Danette Demello

Others Present- Michael Davies-Hughes – County Superintendent of Schools; Colby Smart – Deputy Superintendent

Public-None present

2.0 REVIEW OF THE MINUTES Commissioners reviewed the minutes from September 12, 2023. Commissioner McKinzie made a motion to approve minutes. Commissioner Demello seconded. Motion carries.

3.0 PUBLIC COMMENT No comment.

4.0 SUPERINTENDENTS REPORT Superintendent Davies-Hughes advised that AB 1699, which had been discussed at the last meeting, had been vetoed by the governor. He also noted that the Classified Bargaining Agreement is almost finished in terms of an actual spiral bound document and should soon be available to employees.

5.0 ACTION ITEMS

The Commissioners and all present decided to switch the order of items 5.1.1 and 5.1.2, so that discussion regarding the Safety position was held first.

5.1 Reclassification and Updated Job Descriptions – Colby Smart**5.1.1 Director of School Safety and Preparedness:**

Deputy Superintendent Smart advised the Commissioners that this was a position created last year with the intent for it to be mainly crisis management and preparedness. After the first year, there is now a better idea of what the position should be in order to make it most relevant to the districts served by HCOE. The position coordinates with other community agencies on threat assessments and leads the HCOE Safety Committee. It is a unique role which should also serve on the Leadership Council. The Commissioners were advised that not much was removed from the description; it was mostly additions. The recommendation, based upon

responsibilities, is that this be reclassified from a Class 4 to a Class 5 on the Classified Management salary schedule. Deputy Superintendent Smart took questions from the Commissioners regarding whether the Safety Committee would meet monthly, why the description has a director reporting to another director, discussion regarding formatting issues on the description and altering the placement of some bullet points, etc, along with a request for Recommendation Forms to have more historical context in future. In response, it was stated that two classified directors, including this one, would be reporting to a single certificated director position. Also, the salary recommendation was based upon a classification review and salary analysis with like counties and, considering the scope of responsibility, Deputy Superintendent Smart stands with the recommendation made. Discussion occurred between all parties regarding naming conventions – manager versus director. Commissioner Folger moved to approve the position, with suggested changes/clean up of language and formatting. Commissioner McKinzie seconded. Motion carries.

5.1.2 **Credential Services Manager:**

Deputy Superintendent Smart advised this is a title and description being updated illustrative of duties. This position has evolved over the years and the updated description lines out the intent. Credential Services has a lot of other things emerging now that are under the auspices of the current Credential Analyst. The position has taken ownership and responsibility for the entire Substitute Consortium and there will be added supervisory responsibilities. HCOE is trying to be more impactful in addressing the teacher shortage in the county. The position supports many types of credentialing and partners with other COEs. The currently vacant position of Credential Technician will report to the Credential Services Manager and help with the increased demand from districts. Discussion took place on formatting, wording and placement of certain information on description. Regarding CALPADS, this position is an authority on CALSAAS, but should not be an umbrella for CALPADS knowledge. Only general knowledge needed. Commissioner Demello made a motion to approve the description, with suggested formatting and wording changes. Commissioner Folger seconded. Motion carries.

5.2 New Job Description – Michael Davies-Hughes

5.2.1 **Director of Human Resources:**

Supervisor Davies-Hughes spoke to the fact that this is a bifurcated position, split with the Personnel Commission. The fact that there are currently two job descriptions due to that has been confusing for many. He has combined them into a single description, brought before the Commission today. In the past, the position has been focused on compliance, monitoring and managing. Moving forward, HCOE is looking for this position to encompass visionary leadership, the recruiting and retention of staff, addressing the teacher shortage pipeline and teacher residency in order to build the workforce. Commissioner Demello shared her concern that if HCOE were to proceed in this way (new description as opposed to a reclassification and modification of existing descriptions), that they are in compliance with Personnel Commission policies in regards to combining both descriptions into one. Superintendent Davies-Hughes advised he planned on following up with legal

counsel prior to posting the vacancy, to be certain of compliance with Personnel Commission policies. He also noted the description should have “senior management” designation, as senior management does not obtain permanent status. Discussion regarding organization of points within description and the distinguishing characteristics seem lengthy, while qualifications section seems light. Commissioners would like to see various bullet points relocated. Also, discussion regarding terminology and salary/parity. Commissioners believe it may be worthwhile to run the description through a third party (not including legal) to review the complexities of the dual down to single description and how things would be affected if the Personnel Commission dissolves in the future or operates in a different way. Superintendent Davies-Hughes believes PASSCO may be a good third party candidate. Ideally, he would like to have the position posted next week and plans to have a brochure, along with advertisements on EDJoin, EDCal, Facebook and the HCOE site. Commissioner Demello made a motion to approve the job description, with suggested changes. Commissioner McKinzie seconded. Motion carries unanimously.

6.0 PERSONNEL UPDATES

6.1 REPORT BY DIRECTOR OF PERSONNEL

6.1.1 Superintendent Davies-Hughes believes the quality and quantity of applicants is improving. Commissioner Demello believed the commissioners have lost track of their terms. Superintendent Davies-Hughes advised that Administration has been reviewing and it will be discussed at the next meeting. Commissioner McKinzie advised he plans on stepping down. Superintendent Davies-Hughes requested a letter of resignation.

7.0 REVIEW TRAVEL CLAIM

8.0 ADJOURNMENT Commissioner Folger adjourned the meeting at 4:20 p.m.